

Emergency Justification Form

Requisition #: FS-41

Date: 3/31/2015

Amount: \$661.12

Department: Fire Department Vendor: Simplex Grinnel

EMG: FY1415-058

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.

The reason for the purchase is that a fire alarm system must be fully operational at all times that the public is within the facility. A fault can mean the difference of life or death.

2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage):

The financial risk is weighed on the liability for having a system that is at fault with an actual alarm identifying that it is not fully operational.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

The alarm issue could not be anticipated it is a system failure that happens and needs to be addressed quickly for a fully operational system to comply with NFPA standards for life safety.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

The vendor selected is on contract for the alarm system service therefore it was the best company to solicit for the repairs.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

_____/s/_____
Elected Official/Department Supervisor

Date 3/30/2015

_____/s/_____
County Manager

Date 4/1/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/19/2015